

Spec Code: 4822(3291)
Occ. Area: 13
Work Area: 069
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 04/02/96

MOTORCYCLE SAFETY SPECIALIST

Function of Job

Under general supervision from a designated administrator, to assist in coordinating and implementing a regional motorcycle safety training program, as regulated by the state transportation department.

Characteristic Duties and Responsibilities

1. assists with training of regional instructors and range aides
2. troubleshoots problems with courses, training sites, equipment, etc. on-site or by electronic means
3. maintains contact with training sites
4. approves adjustments to standardized curriculum
5. serves as public resource for motorcycle safety information (such as safety data, study referrals, or current trends and studies)
6. performs a variety of recordkeeping functions (such as processing course paperwork or student registration, statistical data, and timetables for mailings)
7. assists in the preparation of a variety of reports for the state transportation department and university (such as claim reports and contract reporting)
8. responds to and provides factual information to insurance companies, police departments, students, etc.
9. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. valid Illinois Motorcycle Operator License
3. current certification as a National Instructor by the Motorcycle Safety Foundation

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. general knowledge of motorcycle handling dynamics, street riding strategies, risk management, avoidance maneuvers, and highway safety programs
2. general knowledge of Motorcycle Safety Foundation's Motorcycle Ridercourse and Experienced Ridercourse curriculums
3. excellent oral and written communications skills
4. ability to organize, prioritize, and manage office activities
5. ability to learn software packages used by the motorcycle safety training program
6. ability to maintain accurate records